



AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799

JOB ANNOUNCEMENT

Job Title: <i>Tax Computer Technician</i>		Posting Date: <i>May 12, 2026</i>	Serial No.: <i>074-26</i>
Department/Division: <i>Treasury / Tax Office</i>		Closing Date: <i>May 18, 2026</i>	Announcement No.: <i>074-26</i>
Type of Position: <i>Temporary Appointment</i>	Posting Type: <i>Employment Opportunity/ Open to the Public</i>	Pay Grade and Salary Range: <i>GS-11/\$17,069 - \$42,419p.a.</i>	

General Description:

Under the supervision of the Chief of Data & Processing, Tax System Analysts (I, II, and Senior Analyst), the Tax Computer Technician will render administrative and technical assistance to the Customer Service Section, Audit Section and Collection Section with incoming submissions from individual taxpayers and businesses. He / She will also examine, evaluate, collect and validate account issues related to the pre-filing, filing and post filing processes. This position will input procedural assistance, technical tax manuals, tax accounting, and conduct enforcement/compliance evaluations with all tax actions input, processed and audited.

Key Duties and Responsibilities:

- Review, process, and post all assigned individual tax returns; allows import of tax rate; manage load interface file for import and review; queries and views items in the enterprise; view supplier information; views main tax entities, tax regimes and tax configuration;
- Set up tax reporting types and creates/establishes tax reports; allows to upload data file to import tax related data; Provides support to the Chief in managing intra-state transactions including collecting, validating, exporting, printing and purging intra-stats transaction; Defines intra-stat characteristics, parameters, and rules;
- Manage virtual and physical server with Windows Server 2003 - 2012 and OneSolution operating systems; Manager Active Directory, and physical/virtual environment of various servers; Ensure security of the server infrastructure;
- Develop and maintain documentation about current environment setup, standard operating procedures for the unit and best practices; managers end user accounts, permissions, access rights, and storage allocations in accordance with tax laws and governing procedures;

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Department of Human Resources, Letaulagi Building II, Malaeimi, Am Samoa 96799
Ph: (684) 633-4481/ Email: info@hr.as.gov

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- Input all assigned tax returns; input all business/corporation returns assigned; input and calculate penalty and interest; update correct erroneous returns for individuals/businesses; Input 369's including any corrections; Input AR's from Collection Division and update Taxpayer accounts; input W2 for government and private sectors; update taxpayer records on payments, penalty waivers and interest abatements; Assist the Chief of Data & Processing with runs if necessary;
- Perform other job-related duties as assigned.

Knowledge, Skills, and Ability:

- Knowledge of finance, economics, business administration and accounting
- Knowledge of OneSolution programs and operating systems
- Knowledge of tax codes and tax procedures
- Proficiency in Microsoft Office
- Knowledge of payroll contributions and deductions
- Knowledge of IRS tax requirements and regulations

Academic and Experience Requirements:

- Applicant must have a bachelor's degree from an accredited university or college plus three (3) years of work-related experience.
- Years of progressively responsible working experience may be substituted for a portion of the academic requirement.
- Salary will be adjusted according to experience.

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment Unit at 699-4481.

Fa'afetai tele,



Titiaoalii Dr. Asenati Ietitaia Sa'au-Umi
Director, Department of Human Resources

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